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**Central Region Council on Workforce Services  
EXECUTIVE COMMITTEE MEETING  
1385 South State Street, Salt Lake City, Utah 84115  
Monthly Meeting Minutes  
Thursday, May 10, 2007  
12:00-1:00 pm.**

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Presiding: Paul Jackson, Chair

Present: Charles Daud, John Hill, Jon Pierpont, Kerry Steadman, Gordon Swensen

Excused: Councilman Jim Bradley, Greg Diven, Tony Gomez,  
Senator Brent Goodfellow, Parley Jacobs, Commissioner Colleen Johnson,  
Karen Silver

Absent: Norman Fitzgerald

Guests: Jenine Wood-DWS

Staff: Cassy Hahn, Mary Peterson

**1. Welcome – Paul Jackson**

Chairman Jackson called the meeting to order at 12:06 pm. He thanked Jenine Wood for coming to the meeting.

**2. Approval of Meeting Minutes – 4/12/2007 – Paul Jackson**

Paul Jackson asked for a motion to approve the Executive Committee meeting minutes from April 12, 2007 with two noted corrections. 1) Remove the apostrophe on “Directors” and 2) Fix the date on front page to read 2007. Kerry Steadman motioned to approve the minutes. Charles Daud seconded the motion. All voted “Aye”. The motion carried. NOTE: Greg Diven, Karen Silver and Parley Jacobs voted “Aye” electronically and Tony Gomez abstained.

Review of assignments from last meeting were as follows:

1. Information was requested from Karen Silver on the KSL Program “Making Ends Meet”. There has been no word to date.
2. Karla Aguirre/Jenine Wood were given the assignment to produce a letter or brochure to assist with marketing the Transitional Cash Assistance program. This program requests employers to verify wages of customers. More information can be found under the heading Employment Verification.
3. Karla Aguirre was to provide funding percentage breakdown for Incumbent Worker Training. This has been done.
4. Paul Jackson and DWS staff were to draft a memo and send to the Regional Council prior to the April 19, 2007 meeting covering the status of the Incumbent Worker Training. This has been done.

5. Jon Pierpont was asked to provide information on the diversity mix of DWS customers. He provided a handout prepared on the Diversity breakdown by caseload and noted that another 25,000 Medicaid job cases will be added by July 1, 2007. Questions on the handout included:

- Active Job Seekers total and the Ethnicity total comparison. Cassy Hahn will ask Rick Little for clarification on this.
- What is the ethnicity of the region?
- Define the difference between ethnicity

**ASSIGNMENT (Cassy):** These questions will be researched and more information will be provided

6. Paul Jackson was to assign committee chairs to report on the status/progress of annual goals at upcoming Region Council meetings in May and June. These assignments have been made.

### **3. Employment Verification – (Brochure Follow-up) – Jenine Wood**

Jenine Wood reviewed the brochure proposal for Council to assist with the marketing of the Transitional Cash Assistance program. Paul Jackson explained that this brochure was developed to help clients who may be eligible for additional benefits. Verification of wages of customers working for the employer is needed and some employers may not understand that doing so helps both them and the customer.

Some suggestions for presenting this information included Chamber meetings and meeting one on one with specific employers who are having issues with the information. Also, have the customer take a copy of the brochure with them to their new employer so they will have a “heads up” as to what needs to be done. A formal plan to execute this brochure has not been finalized. Jenine Wood will report back to Council if there are any employers she is aware of that would benefit from a one on one meeting that Council could assist with.

Chairman Jackson noted that this needs to be completed by the end of June, 2007 and would like to start immediately.

**ASSIGNMENT:** Jenine Wood will prepare a list of companies to meet with and will share this information at the next meeting.

Jenine Wood also noted that the brochure communication will need to be approved by the Legal and Communication departments. It was suggested that it may be helpful to have this information available in Spanish for the customer.

A few changes to the brochure were expressed which included:

- Kerry Steadman noted that as you get into the verbiage, spelling out TCA (Transitional Cash Assistance) the first time read may help the information to be more understandable.
- Paul Jackson referred to the bullet which read “What **Customers** need to know about TCA” and asked if it could be moved to the far left and move “What **Employers** need to know about TCA”. Also change word in the bullet to read “In order for your new **employee** to receive TCA benefits” rather than “In order for a

**customer”**. This emphasizes “the employer” which helps to get the employers attention.

**ASSIGNMENT**: Jenine to make changes as discussed. Once the brochure is ready, Cassy Hahn will send a copy to the Council for their feedback along with an explanation on why this is being done.

#### **4. Membership – Paul Jackson**

A handout of the Council Membership Vacancies and the areas where members are needed was discussed.

Region Council – Within the small Business Sector, Ensign Engineering has been invited to attend. If they decide to become a member, this will leave three additional vacancies. In the large Business Sector, ARUP and Regence Blue Cross/Blue Shield have been invited. Kerry Steadman recommended IKIA, who is new in the Draper area.

Cassy Hahn noted that it is important that we make sure we identify all ethnic backgrounds as SL County reviews and has final approval of Council nominations and has been looking at the diversity of Boards. Commissioner Colleen Johnson has submitted a few suggestions for businesses in Tooele. One suggestion was for the Larry H. Miller (sports way) in Tooele. Laurel Morris has sent names to Cassy Hahn for consideration. Gordon Swensen will speak with Leah Lobato and send names that she may have. Any suggestions for membership please send to Cassy Hahn.

**ASSIGNMENT**: Gordon Swensen will speak with Leah Lobato and send Cassy Hahn any potential names for Council members.

One challenge is Organized Labor where Allan Ayoub is retiring and Kent Andersen has expressed that he will resign. Cassy Hahn has asked Mr. Andersen for a suggestion for his replacement. John Hill suggested two Union Representatives who attended a past Roundtable. Attendance Lists from past Roundtables will be reviewed to see if there is someone from this list.

**ASSIGNMENT**: Cassy Hahn will review past Roundtable Attendance Lists to help in determining a replacement for Organized Labor

The Department of Human Services and the Department of Health are both vacant and need replacements. More information will follow.

Youth Council – The vacancies from the Youth Council were discussed and Mr. Jackson noted that we continue to work to fill these.

Cassy Hahn noted that at the State Youth Council the option was discussed to have two youth on the Youth Council committee. Parley Jacobs wanted Paul Jackson’s feedback on this situation. Mr. Jackson noted the youth could be available for input/advisory but could not hold a position to vote. Mr. Jackson suggested that rather than have youth on the council, perhaps an off-line meeting with the youth could be held, such as a panel with

some of the high school and/or community could be beneficial. Paul Jackson will leave the final decision on this matter up to Parley Jacobs.

Attendance was discussed and reviewed. The statute states that members are allowed up to three unexcused or unreported absences. Cassy asked that attendance be reviewed again and importance stressed in order to have a voting quorum available to pass different motions/initiatives. Paul Jackson questioned whether everyone understands the statute and that every six months and/or once a year a report on attendance, statute and responsibility of the Council, Executive Committee, Youth Council etc., be sent to each member.

Kerry Steadman questioned how new Council members are educated regarding attendance. Do we give them a copy of the statute and what is expected? Cassy Hahn noted that a manual was given a while ago which needs to be updated. Much of this information has been put on the Internet site for new member education. Cassy Hahn will update a hardcopy manual for Council members at the next retreat and for future new members. Paul Jackson noted that he has made several telephone calls to those with attendance problems to discuss if there is a concern he needs to be aware of. Cassy Hahn asked for clarification on excused absences. If a member calls, they are excused. If a member does RSVP and does not show or does not call at all – they are considered absent.

**ASSIGNMENT:** Cassy Hahn will update a hardcopy manual for the retreat and for new Council members.

Recognition certificates, plaques, and letter standards were discussed for Council members.

**ASSIGNMENT:** Cassy Hahn will compose criteria and recommendations for Council Member recognition and will bring to the next Executive Committee for approval.

### **5. Committee Goals & Assignments – Paul Jackson**

Cassy Hahn has sent out electronically the committee goals so that each committee can be prepared to present this information. Cassy will send out an email detailing what information should be prepared to share at the Council meetings.

**ASSIGNMENT:** Cassy Hahn will send out an email detailing what information committees should be prepared to share at the May and June Council meetings.

Gordon Swensen asked that we solidify the timeframe for the upcoming retreat on August 23<sup>rd</sup>. He suggested 8:30 am to 2:00 pm., having the building available from 8:00 am to 3:00 pm to allow time for set up. Paul Jackson suggested that the timeframe be determined by what we hope to accomplish at this event. Jon Pierpont noted that he likes the DWS staff to be involved and a part of this event to assist with questions and/or concerns.

The meeting was adjourned at 1:10 pm.

Next meeting – June 14, 2007